



DEPARTMENT OF THE NAVY
COMMANDER
HELICOPTER TACTICAL WING
U. S. PACIFIC FLEET
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COMHELTACWINGPACINST 1500.3

N4

FEB 10 1995

COMHELTACWINGPAC INSTRUCTION 1500.3

Subj: COMHELTACWINGPAC INSTRUCTOR EVALUATION PROGRAM

Ref: (a) NAVEDTRA 135

Encl: (1) Classroom Instructor Evaluation Checklist
(2) Laboratory Instructor Evaluation Checklist

1. Purpose. To implement an Instructor Evaluation program for the monitoring of subordinate command instructors.

2. Background. The goal of aviation training is to ensure that each student is fully capable of independently performing complex tasks. The role of the instructor in this process cannot be understated. Instructor Evaluations are a critical aspect of providing constructive feedback for Instructor's to review and maintain their effectiveness. This will help ensure the highest possible level of instruction is maintained.

3. Discussion. Per reference (a), the Instructor Evaluation program shall be monitored by a designated Master Training Specialist, Instructional Systems or other Education/Training Specialist. Instructor certification by a command normally occurs after successfully completing three probationary evaluations.

4. Action

a. The COMHELTACWINGPAC Instructor Evaluator shall:

(1) Assist certified command instructors with probationary and quarterly evaluations of all assigned instructors.

(a) Instructor trainees, under the direct supervision of a certified course instructor, shall complete the required probationary evaluations within three months of reporting aboard or as soon as practical depending on class availability. **A Minimum of two evaluations shall be classroom presentations.**

(b) Upon certification, the instructor will then be monitored on a quarterly basis.

(2) Schedule evaluations using enclosures (1) or (2) as appropriate. Evaluations shall concentrate on instructional technique as it will be unlikely that the evaluator will be a subject matter expert on the material presented.

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b. Certified command instructors shall:

(1) Be responsible for conducting at least two quarterly evaluations per year to evaluate an instructor's technical proficiency.

(2) Evaluate instructors who teach in both classroom and laboratory situations in both environments with the ratio being proportional to the number of lessons taught in each.

c. Instructors seeking nomination for "Master Training Specialist" shall have at least one of their last three quarterly evaluations conducted by the COMHELTACWINGPAC Instructor Evaluator.

d. Any unsatisfactory evaluations by a certified command instructor shall immediately be brought to the attention of the COMHELTACWINGPAC Instructor Evaluator for appropriate action.

e. Copies of all instructor evaluations shall be maintained on file for the duration of the instructor's tenure and up to one year following transfer.


J. F. MADER

Distribution:
COMHELTACWINGPACINST 5216.1B
List II (HC-3 only)

CLASSROOM INSTRUCTOR EVALUATION CHECKLIST

NAME		RATE		DATE	
COURSE		TOPIC TITLE			
Evaluate each item on the checklist. Rate each item a YES, NI, (Needs Improvement), NO or NA (Not Applicable).					
		YES	NI	NO	NA
1. INTRODUCTION					
a. Displayed course and topic title.					
b. Introduced self.					
c. Explained how the material fits into the course.					
d. Explained objectives to the students.					
e. Stressed the importance of safety.					
f. Explained the importance of satisfactory performance.					
g. Motivated students to do their best.					
2. PRESENTATION					
a. Lesson plan has been personalized.					
b. Classroom and materials are ready for training.					
c. Information technically accurate.					
d. Instructor taught from the major teaching points.					
e. Instructor did NOT read from the lesson plan.					
f. Transitioned and chained material effectively.					
g. Used questioning techniques effectively.					
h. Used training aids effectively.					
i. Maintained proper eye contact.					
j. Displayed enthusiasm.					
k. Used gestures effectively.					
l. Maintained a positive, professional attitude.					
m. Used time effectively.					
n. Avoided distracting mannerisms.					
o. Used communication skills effectively.					
p. Maintained flexibility.					
q. Used personal experiences/examples to stress material.					
r. Explained material clearly.					
3. INSTRUCTOR/STUDENT INTERACTION					
a. Established and maintained student attention.					
b. Encouraged student participation.					
c. Checked for student comprehension.					
d. Established/maintained proper instructor/student relationship.					
4. SUMMARY					
a. Related objectives to the lesson.					
b. Summarized lesson properly.					
c. Questions checked student understanding.					
d. Emphasized the importance of safety.					

All behaviors evaluated as NI, NO or NA will be explained under this section. Also include comments of an outstanding nature.

DATE _____

I have been debriefed on this evaluation. I understand the areas that need improvement and will take the following action:

DATE _____

LABORATORY INSTRUCTOR EVALUATION CHECKLIST

NAME		RATE		DATE	
NUMBER OF STUDENTS		INSTRUCTOR/STUDENT RATIO			
COURSE		TOPIC TITLE			
Evaluate each item on the checklist. Rate each item a YES, NI (Needs Improvement), NO, or NA (Not Applicable).					
1. INSTRUCTOR		YES	NI	NO	NA
a. Ensured work spaces/station ready for class.					
b. Explained the objectives at the beginning of the session.					
c. Reviewed safety/sanitation procedures at the beginning of session.					
d. Reviewed instructional material, including job sheets.					
e. Related classroom instruction to lab performance.					
f. Issued tools and materials expeditiously.					
g. Emphasized safety in lab instruction/demonstration.					
h. Monitored students for safety practices.					
i. Assisted students as necessary.					
j. Recognized individual student differences.					
k. Provided related instruction, when needed.					
l. Checked student progress and understanding.					
m. Asked thought-provoking questions.					
n. Managed time effectively.					
o. Lesson plans appeared current and were personalized.					
2. STUDENTS					
a. Appeared to understand the assignment.					
b. Used instructional material provided, including job sheets.					
c. Appeared to seek help when needed.					
d. Observed safety/sanitation precautions.					
e. Participated in critique/review; asked questions.					
3. FACILITIES					
a. Lighting and ventilation were well controlled.					
b. Equipment and tools were properly maintained.					
c. Necessary safety precautions were posted.					
d. Safety devices on equipment were in good condition.					

REMARKS COMPLETED BY THE EVALUATOR

All behaviors evaluated as NI, NO, NA will be explained under this section. Also include any comments of an outstanding nature.

SIGNATURE AND TITLE OF THE EVALUATOR

DATE

INSTRUCTOR IMPROVEMENT PLAN

I have been debriefed on this evaluation. I understand the areas that need improvement and will take the following action:

SIGNATURE AND TITLE OF THE INSTRUCTOR

DATE